



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
BRYCE HOSPITAL  
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JAMES V. PERDUE  
COMMISSIONER  
SHELIA T. PENN, BSN, MPH  
HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** M.H. Security Officer II

**NUMBER:** 16-21

**JOB CODE:** S3000 **SALARY RANGE:** (71) \$33,902.40 to \$51,376.80

**POS.** 8801224

**JOB LOCATION:** Bryce Hospital

**DATE:** May 13, 2016

**MINIMUM QUALIFICATIONS:** High school graduation or GED equivalency supplemented by an approved course conducted by a police academy. Some (**12 months or more**) recent experience of a responsible nature in police or security work. Preference will be given to applicants with experience in law enforcement work. **NECESSARY SPECIAL REQUIREMENTS:** Must be certified by the Alabama Peace Officer Standards and Training (APOST) Commission in **LAW ENFORCEMENT** and current with all required training and education required by APOST. Must pass a physical agility exam as set by the department. Must be 21 years of age with high personal and moral standards, and must have a clean police and work record. Possession of a valid Alabama Driver's License required.

**KIND OF WORK:** Serve as shift supervisor and Training Officer for the Bryce Hospital Police Department. Write and complete various documents and forms. Perform other police work as assigned involving searching for lost/missing/eloped patients, assisting staff with ward disturbances, escorting emergency vehicles, performing bank detail/flag detail, routine patrol of the facility grounds, and other police related duties. Transport/escort patients, visitors and others to and from facilities, department, appointments, group homes, etc. Arrests (interrogate/detain) staff, visitors, patients and others when violations of the Facility/State policies, rules and regulations and criminal activities occur. Supervise, inspect and train Bryce Hospital Police personnel as assigned. Conduct inventory and check police equipment for proper operation and take appropriate action (Fix, repair, reorder equipment) as necessary. Serve legal papers, open and close gates and act as Communications Officer/Dispatcher as needed. Perform other related duties as request by the Facility Direct/designee and Chief of Police/designee.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to sustain attention required for video surveillance for long periods of time. Ability to deal tactfully with the public and to react calmly and efficiently in the event of an emergency. Ability to be objective and fair in all situations. Ability to deal with patients, employees, and others with respect to their rights. Ability to work with all age groups (adolescents, adults and geriatrics). Ability to be available in times of emergencies or other important matters concerning the Hospital and ability to be contacted (phone number, etc.). Must have good verbal and written communication skills. Ability to write factual/accurate, clear/legible reports.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

Announcement # 16-21  
MH Security Officer II  
May 13, 2016

**HOW TO APPLY:** USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site <http://www.mh.alabama.gov/> THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.**  
*Only work experience listed on the application form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application*